

HOW TO APPLY FOR A GRANT

An application is created in response to an open Funding Announcement and is the way an agency applies for a grant from ICJI.

Getting Started in e-Grants

Agencies must be registered in the e-grant system to be eligible to apply for funds. Agencies must also have specific individuals registered in the e-grant system to be assigned as the contact for the application. If you, your agency or the individual who will complete the application has not registered for e-Grants, please review the information at:

[http://www.in.gov/cji/files/1Getting_Started_In_Egrants_System\(1\).pdf](http://www.in.gov/cji/files/1Getting_Started_In_Egrants_System(1).pdf)

A note about Step 1: If your organization will have a different agency managing the fiscal aspects of the grant, both the applicant agency and the fiscal agency will need to register for e-Grants.

A note about Step 3: If you are the individual who will be completing the application and submitting online reporting, be sure to select the following roles: "Program Creator," "Fiscal Creator," and "Submission." If you are the fiscal agency contact, you will need "Fiscal Creator" and "Submission" rights as well as "Program Reader."

When registering for e-Grants, also use the agency's full legal name.

Completing an Application

1. Log in to E-grants: <https://egrants.cji.in.gov/Base/Login.aspx>
2. At the home screen, select "Funding Announcement."



- Type “%” in the Funding Announcement Title section, then click search. This allows you to search for any open funding announcement in the system.

Click on the funding announcement title you wish to apply for.

Egrants Indiana Criminal Justice Institute ICI

Back Button will not take you back pages, instead use the application menus and controls.

Logout

Home Menu User Management **Funding Announcements** Project Management Work Manager

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area:

Funding Stream:

Plan Year:

Status:

Search

Fund. Ann. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
2012 JAGG	Victims Services		\$0.00	12/1/2011	12/1/2012	Open
2012 Residential Substance Abuse Treatment Program	Victims Services		\$0.00	1/01/2011	10/31/2011	Open
Rural Demonstration Project	Traffic Safety	Traffic Safety- Demo	\$60,000.00	11/30/2011	4/1/2012	Open
Victims of Crime Services, FA	Victims Services	Victims Of Crime Act	\$1,000,000.00	8/24/2011	10/1/2011	Open

Creating the Application

- Click ‘Create New Application’

System will time out at: 11:39:33 AM. Remaining Time: 19:34

ID	Name	Status
1024	YWCA of Greater Indianapolis	RDP
1026	YWCA of Greater Indianapolis	
1027	YWCA of Greater Indianapolis	Rural Demonstration Project
1032	YWCA of Greater Indianapolis	RDP
1033	YWCA of Greater Indianapolis	dfghj
1016	YWCA of Greater Indianapolis	Test
1017	YWCA of Greater Indianapolis	RDP
1029	YWCA of Greater Indianapolis	RDP
1033	YWCA of Greater Indianapolis	RDP
1018	YWCA of Greater Indianapolis	Gimme Money, Jack
1030	YWCA of Greater Indianapolis	RDP
1043	YWCA of Greater Indianapolis	
1020	YWCA of Greater Indianapolis	RDP
1042	YWCA of Greater Indianapolis	
1040	YWCA of Greater Indianapolis	
1041	YWCA of Greater Indianapolis	
1013	YWCA of Greater Indianapolis	Test
1036	YWCA of Greater Indianapolis	BUI

Create New Application Cancel

Please send technical comments and problems to: ICJEGRANTS.Support@CAJUIAT

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- An assigned 'Grant ID' number will appear on the screen. **KEEP THIS NUMBER FOR YOUR RECORDS!** This will become your new grant number. You will need this number to return to this application.

The screenshot shows the Egrants interface for the Indiana Criminal Justice Institute. A pop-up message box is displayed in the center, stating: "Your Grant ID is 1046. Please write this number down. You will use this Grant ID to access your project from now on." The message box has an "OK" button. Below the pop-up, the "Project Application" section shows "Grant ID: 1046" and "Status: Open - Draft". A table lists various sections of the application, all with a status of "In Process".

Section Name	Status	Point Value	Last Update
Coordinator Information	In Process	0	1/8/2012 11:18:57 AM
Traffic Safety Funding	In Process	100	1/8/2012 11:18:57 AM
Approval Checklists	In Process	0	1/8/2012 11:18:57 AM
Grant Agreement	In Process	0	1/8/2012 11:18:57 AM
Grant Agreement - Traffic Safety	In Process	0	1/8/2012 11:18:57 AM
Traffic Safety Public Information and Education	In Process	0	1/8/2012 11:18:57 AM
Budget Detail	In Process	0	1/8/2012 11:18:59 AM
Traffic Safety Reporting	In Process	0	1/8/2012 11:18:57 AM
Traffic Safety Continuation and Cost Assumption	In Process	0	1/8/2012 11:18:57 AM
Main Summary Information	In Process	0	1/8/2012 11:18:59 AM
Performance Indicators	In Process	0	1/8/2012 11:18:57 AM
Recipient Agency Budget	In Process	0	1/8/2012 11:18:57 AM

- The "Application Summary" page will appear. The "Main Summary Information" section must be completed first. Once this section has been completed, the other sections of the application will become available for completion.

The screenshot shows the "APPLICATION SUMMARY" page in the Egrants system. The "Main Summary Information" section is highlighted with a red circle. The page displays the "Grant ID: 1046" and "Status: Open - Draft". The "Project Title" is "Grant Demonstration Project". A table lists various sections of the application, all with a status of "In Process".

Section Name	Status	Point Value	Last Update
Coordinator Information	In Process	0	1/8/2012 11:18:57 AM
Traffic Safety Funding	In Process	100	1/8/2012 11:18:57 AM
Approval Checklists	In Process	0	1/8/2012 11:18:57 AM
Grant Agreement	In Process	0	1/8/2012 11:18:57 AM
Grant Agreement - Traffic Safety	In Process	0	1/8/2012 11:18:57 AM
Traffic Safety Public Information and Education	In Process	0	1/8/2012 11:18:57 AM
Budget Detail	In Process	0	1/8/2012 11:18:59 AM
Traffic Safety Reporting	In Process	0	1/8/2012 11:18:57 AM
Traffic Safety Continuation and Cost Assumption	In Process	0	1/8/2012 11:18:57 AM
Main Summary Information	In Process	0	1/8/2012 11:18:59 AM
Performance Indicators	In Process	0	1/8/2012 11:18:57 AM
Recipient Agency Budget	In Process	0	1/8/2012 11:18:57 AM

Main Summary Information

- The first items required are the 'Short Project Title' and 'Brief Project Description.' (These questions are located near the bottom of this page but must be complete first).
 - The short project title can simply be the abbreviation for the project which you are applying for. EX: "Safe Haven" could be written here if you are applying for funds under the Safe Haven Grant.
 - The brief project description will include a short description of the activities you will be conducting if awarded the grant. EX: "This grant will support the School Resource Officer Program for Hunter County."
- Directly above this section are the 'start' and 'end' dates for the project
 - These dates should include the timeframe in which the planned activities will take place. This grant operates on the School Year, therefore the start date is August 1, 2012 and the end date will be May 31, 2013. Month, date and year are required. EX: 08/01/2012-05/31/2013.

The screenshot shows a grant application form with the following sections and fields:

- Project Director:** [Dropdown] [Details](#) Project Director not listed in dropdown?
- Financial Officer:** [Dropdown] [Details](#) Financial Officer not listed in dropdown?
- Primary Contact:** [Dropdown] [Details](#) Primary Contact not listed in dropdown?
- [Additional Contacts \(RUCB\)](#)
- Program Staff Contact:** [Ms. Amanda Alvey](#)
- Fiscal Contact:** [Ms. Amanda Alvey](#)
- Listing of Signatories**
 - [Add New Signatory](#)
 - | Name | Title |
|------|-------|
|------|-------|
- Application Invitation Date:**
- Application Received Date:**
- Advisory Committee Meeting Date:**
- Commission Meeting Date:**
- Start Date:** [Field] (Circled in red)
- Signature Paper Released Date:**
- Returned Date:**
- Short Project Title: *** [Field] (Circled in red)
- Brief Project Description: *** (maximum 320 characters) [Field] (Circled in red)
- Continuation Invitation Date:**
- Application Award Date:**
- Application Award Amount:**
- Notification of Award Date:**
- End Date:** [Field] (Circled in red)
- Resubmitted Date:**
- School District:** [Field]
- Senate District:** [Field]

System Information: System will time out at: 10:42:01 AM. Remaining time: 00:54

- Complete the 'Recipient Agency' –agency receiving the money (aka Fiscal Agency)
 - If the Recipient Agency is the same as the Applicant Agency (agency completing the application), you can click the "Add Applicant as Recipient Agency" button.
- Assign a 'Project Director', 'Financial Officer' and 'Primary Contact' for the project.
 - The Project Director and Primary Contact can be the same person. In general, this should be your grant coordinator. The Project Director and Financial Officer **CANNOT** be the same person. Each project requires a minimum of two individuals to be registered into e-Grants.
 - The Financial Officer should be the individual responsible for control and reporting of the funds, such as your Treasurer.

The screenshot displays the 'MAIN SUMMARY' page for Grant ID: 1072. The page includes a navigation bar at the top with links for Main Menu, User Management, Funding Announcement, Project Management, and Work Manager. Below the navigation bar, the Grant ID is 1072 and the Status is Open - Draft. The Project Title is Fund Announcement: Rural Demonstration Project. The page is divided into several sections. On the left, there is a 'Section Point Value: 0' and a 'Completion Status: In Progress' dropdown. Below this, there are fields for 'SubGrant ID', 'Applicant Agency', and 'Recipient Agency'. The 'Applicant Agency' field is circled in red. To the right of these fields, there are buttons for 'Change Applicant', 'Add Recipient', and 'Add Applicant as Recipient Agency', which are also circled in red. Below the 'Applicant Agency' field, there are dropdown menus for 'Project Director', 'Financial Officer', and 'Primary Contact'. Each dropdown has a 'Details' link next to it. At the bottom of the page, there are fields for 'Application Invitation Date' and 'Confirmation Invitation Date'. The page also includes a 'Listing of Signatories' section with an 'Add New Signatory' button and a 'Main Menu' button.

- Near the bottom of the page, select a keyword to identify the priority area of the application. Entering a keyword will enhance future search capabilities.
- Add Senate and State House District. For help in identifying the appropriate district, please visit: <http://www.in.gov/legislative/index.htm>
 - While this step is not required, it is helpful to have this information, if available. If your organization crosses districts, you may either select one or leave this section incomplete.

Commission Meeting Dates: Start Date: End Date:
 Notification of Award Dates: End Date: Resubmitted Date:
 Signature Paper Received Date: Returned Date:
 Short Project Title:
 Brief Project Description: (maximum 320 characters)
 School District: Add School District: Action:
 Senate District: Add Senate District: Action:
 State House District: Add State House District: Action:
 Keywords: Add Keyword: Action:
 Save: Save And Continue Editing: Delete: Cancel:
 Please send technical comments and problems to: ICJI-EGRANTS-Support@CAJ-ILAT
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Grant ID: 1072 Project Title: Fund Announcement: [Fund Announcement Project](#)
 Status: Open - Draft
 Section Point Value: 0 Completion Status:
 Save: Save And Continue Editing: Delete: Cancel:
 MAIN SUMMARY
 Created By: Mr Sam Smith Created Date: 1/20/2012 10:22:27 AM
 Last Update By: Mr Sam Smith Last Update Date: 1/20/2012 10:22:28 AM

- Once all information has been added to the Main Summary page, change the Completion Status from "In Process" to "Complete."
- Click "Save" at the bottom of the page.
 - If you need to make changes to the page once you have saved, go back in to the page and change the status back to "In Process" and save.

Once this page has been completed, you will be returned to the Application Summary page to complete the remaining sections. *Available sections will be different than the example listed below.*

Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 11:17:50 AM. Remaining time: 19:34

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1071 Project Title: RDP
Status: Open - Received Fund Announcement: [Bural Demonstration Project](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Coordinator Information	Complete	0	1/19/2012 2:09:28 PM
Traffic Safety/Funding	Complete	100	1/19/2012 2:10:02 PM
Approval Checklists	Complete	0	1/19/2012 2:11:53 PM
Grant Agreement	Complete	0	1/19/2012 2:12:24 PM
Grant Agreement - Traffic Safety	Complete	0	1/19/2012 2:12:49 PM
Traffic Safety Public Information and Education	Complete	0	1/19/2012 2:13:05 PM
Budget Detail	Complete	0	1/19/2012 2:05:40 PM
Traffic Safety Reporting	Complete	0	1/19/2012 2:13:26 PM
Traffic Safety Continuation and Cost Assumption	Complete	0	1/19/2012 2:13:44 PM
Main Summary Information	Complete	0	1/19/2012 2:16:25 PM
Performance Indicators	Complete	0	1/19/2012 2:07:45 PM
Recipient Agency Budget	Complete	0	1/19/2012 2:14:36 PM

[View Contract](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)
[View Issues/Comments](#)

You will now be able to complete the remaining sections of the application. Two sections which will appear in every application include the Budget Detail and Performance Indicators.

Budget Detail

Grant ID: 1024 Project Title: RDP
Status: Open - Received Fund Announcement: [Bural Demonstration Project](#)

System will time out at: 11:50:39 AM. Remaining time: 19:34

BUDGET SUMMARY

Section Point Value: 0 Created By: Brother Al Church
Completion Status: Complete Last Update By: Brother Al Church

Created Date: 11/30/2011 9:54:10 AM
Last Update Date: 11/30/2011 10:54:05 AM

BY RECIPIENT AGENCY	YEARS	TOTAL
Glendora County Sheriff's Office	120.00	120.00
Total X	120.00	120.00

BY CATEGORY	YEARS	TOTAL
Personnel	120.00	120.00
Employee Benefits	0.00	0.00
Travel (including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total	120.00	120.00

BY SOURCE	YEARS	TOTAL
Federal	120.00	120.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (Law Approp.)	0.00	0.00
In-Fund Match	0.00	0.00
Project Income Match	0.00	0.00
Total X	120.00	120.00

[Budget Setup](#) [Save](#) [Save And Continue Editing](#) [Cancel](#)

If categories are not listed in blue font, then the application does not permit any funds expended under these categories.

- Each category to complete will appear in blue font. Click on each category and complete the information requested.
 - Personnel-Identify any individual (by title) to be paid by the funds requested.
 - Click “Add New Line” to add a position to the personnel category.

Menu: [Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1072 Project Title: RDP
Status: Open - Draft Fund Announcement: [Rural Demonstration Project](#)

PERSONNEL
[Add New Line](#)

Position	Name	Year1	Total
		Total	0.00

[Cancel](#)

- In the ‘Computation’ section, you must include the equation for how pay is calculated for each position identified.
- You also have the option to list each individual separately, including their estimated number of hours for the project and rate of pay.

Menu: [Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1072 Project Title: RDP
Status: Open - Draft Fund Announcement: [Rural Demonstration Project](#)

PERSONNEL BUDGET LINE ITEMS

Created By: Mr Sam Smith Created Date: 1/20/2012 11:09:18 AM
Last Update By: Mr Sam Smith Last Update Date: 1/20/2012 11:09:18 AM

Position: (maximum 70 characters)
Name: (maximum 70 characters)

Year 1:	Computation	Cost
	4 Officers @ \$35.00 per hour for 100 total hours of enforcement	14,000.00
Total Cost Σ		14,000.00

[Save](#) [Save And Add Another](#) [Delete](#) [Cancel](#)

System will time-out at: 11:29:44 AM. Remaining time: 19:56

Once you have entered all personnel and clicked “Save” you will be returned to the personnel summary page. If this page is correct, click “Cancel” to return to the Budget Summary page.

Grant ID: 1072 Project Title: RDP
 Status: Open - Draft Fund Announcement: Rural Demonstration Project

PERSONNEL
 Add New Line

Position	Name	Cost	
		Year1	Total
Officer		14,000.00	14,000.00
Total		14,000.00	14,000.00

Cancel

Section Point Value: 0
 Completion Status: In Process

BUDGET SUMMARY
 Created By: Mr Sam Smith Created Date: 1/20/2012 10:22:27 AM
 Last Update By: Mr Sam Smith Last Update Date: 1/20/2012 11:09:19 AM

BY RECIPIENT AGENCY	YEAR1	TOTAL
YWCA of Greater Indianapolis	14,000.00	14,000.00
Total	14,000.00	14,000.00

BY CATEGORY	YEAR1	TOTAL
Personnel	14,000.00	14,000.00
Employee Benefits	0.00	0.00
Travel (including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total	14,000.00	14,000.00

BY SOURCE	YEAR1	TOTAL
Federal	14,000.00	14,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total	14,000.00	14,000.00

Budget Summary Save Save And Continue Editing Cancel

- List the total amount of funds by source
 - This should be the total amount of funds requested across all budget categories
- Once complete, change the status to “Complete” and click “Save.”

Performance Indicators

Grant ID: 1038

Status: Open - Received

Project Title: OPO

Fund Announcement: [Pursuant to the Project](#)

System will time out at: 11:38:51 AM.

Remaining time: 19:53

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Coordinator Information	Complete	0	12/1/2011 11:15:56 AM
Traffic Safety Funding	Complete	100	12/1/2011 11:16:30 AM
Approval Checklists	Complete	0	12/1/2011 11:18:21 AM
Grant Agreement	Complete	0	12/1/2011 11:25:28 AM
Grant Agreement - Traffic Safety	Complete	0	12/1/2011 11:26:10 AM
Traffic Safety Public Information and Education	Complete	0	12/1/2011 11:26:39 AM
Budget Detail	Complete	0	12/1/2011 11:31:38 AM
Traffic Safety Reporting	Complete	0	12/1/2011 11:33:11 AM
Traffic Safety Continuation and Cost Assumption	Complete	0	12/1/2011 11:33:31 AM
Plan Summary Information	Complete	0	12/1/2011 11:38:13 AM
Performance Indicators	Complete	0	12/1/2011 11:38:22 AM
Recipient Agency Budget	Complete	0	12/1/2011 11:37:43 AM

[View Contract](#)
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[View/Issues/Comments](#)

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- Click on the 'Performance Indicators' section.

Select New Performance Indicator

Select choose from library

In the Owner tab, select youth services-this will pull up the performance indicators for Safe Haven.

You should be able to find what you need, but if not, please contact your Program Manager.

- Indicators require target estimates (goals) for the project
 - You should begin by looking at previous year's data and setting your goal based on that data.

The screenshot displays a web application interface for project management. At the top, there are navigation tabs: 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', and 'Work Manager'. Below these, a sub-menu includes 'Project Application Monitoring', 'Audit', 'Fiscal Details', 'Reporting Requirements', and 'Requirements'. The main content area shows project details: 'Grant ID: 1035', 'Status: Open - Draft', 'Project Title: DUI', and 'Fund Announcement: Rural Demonstration Project'. A section titled 'PERFORMANCE INDICATORS' contains a 'Section Point Value: 0' and a 'Completion Status: In Process' dropdown. It lists indicators created by 'Brother Al Church' on '11/30/2011 10:02:56 AM'. Indicator 1.1, 'Decrease the number of unrestrained passenger vehicle fatalities', has a green information icon. Indicator 1.2, 'Increase the number of seat belt citations written', has a green information icon. A 'Project Phase Target' table is shown with two empty rows and a hammer icon. Red arrows point from the text instructions to the green information icon and the target table. At the bottom, there are buttons: 'Add New Performance Indicator', 'View History', 'Save', 'Save And Continue Editing', and 'Return to Project Summary'.

- For additional information on the indicator, click the green information button
- The hammer icon will display the rules associated with the answer to the indicator
- Targets must be set for each indicator included in this section.
- Once you have entered all targets, change the status of the page to "Complete" and click "Save."

Completing the Application

- Each section within the application needs to be reviewed to ensure all questions have been answered. Once each section has been completed, change the status from "In Process" to "Complete."

The screenshot shows a web application interface for managing project applications. At the top, there is a navigation bar with links: [Main Menu](#), [User Management](#), [Funding Announcement](#), [Project Management](#), and [Project Manager](#). A red box in the top right corner indicates a system timeout: "System will time out at: 11:46:39 AM. Remaining time: 19:54".

Below the navigation bar, there is a breadcrumb trail: [Project Application](#) > [Monitoring](#) > [Audit](#) > [Fiscal Details](#) > [Reporting Requirements](#).

The main content area displays details for a specific application:

- Grant ID:** 1046
- Status:** Open - Draft
- Project Title:** Fund Announcement: Fund Demonstration Project

A section titled "MAIN SUMMARY" contains the following information:

- Section Point Value:** 0
- Completion Status:** A dropdown menu is highlighted with a red circle, showing "Complete".
- Created By:** Mr Sam Smith
- Last Update By:** Mr Sam Smith
- Created Date:** 1/9/2012 11:19:27 AM
- Last Update Date:** 1/9/2012 11:19:39 AM

Below this, there are buttons for "Change Applicant", "Add Recipient", and "Add Applicant as Recipient Agency".

Further down, there are fields for "SubGrant ID:", "Applicant Agency:", and "Recipient Agency:". The "Applicant Agency:" field is populated with "University of Idaho".

There are also fields for "Project Director:", "Financial Officer:", and "Primary Contact:", each with a dropdown menu and a "Details" link. The "Project Director:" field is currently empty, and the "Details" link has a tooltip that says "Project Director not listed in dropdown?".

At the bottom, there is a section for "Additional Contacts (0 of 0)" and a "Program Staff Contact:" field with a dropdown menu. The "Fiscal Contact:" field is also present.

There is a "Listing of Signatories" section with an "Add New Signatory" button. Below this is a table with columns "Name" and "Title".

At the very bottom, there are fields for "Application Invitation Date:" and "Continuation Invitation Date:".

8. Once all sections have been marked as “Complete,” the “Preview Signature Page” button will be available. The signature page should be printed, signed and returned to the appropriate Program Staff identified within the funding announcement.

Egrants Indiana Criminal Justice Institute ICJI

System will time out at 02:30:00 PM. Remaining time: 19:56

Back Button will not take you backpages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1038 Project Title: CPO
Status: Open - Received Fund Announcement: Rural Demonstration Project

Section Name	Status	Point Value	Last Update
Coordinator Information	Complete	0	12/1/2011 11:15:56 AM
Traffic Safety Funding	Complete	100	12/1/2011 11:16:30 AM
Approval Checklists	Complete	0	12/1/2011 11:18:21 AM
Grant Agreement	Complete	0	12/1/2011 11:26:28 AM
Grant Agreement - Traffic Safety	Complete	0	12/1/2011 11:26:10 AM
Traffic Safety Public Information and Education	Complete	0	12/1/2011 11:26:39 AM
Budget Detail	Complete	0	12/1/2011 11:31:38 AM
Traffic Safety Reporting	Complete	0	12/1/2011 11:33:11 AM
Traffic Safety Continuation and Cost Allocation	Complete	0	12/1/2011 11:33:31 AM
Web Summary Information	Complete	0	12/1/2011 11:36:12 AM
Performance Indicators	Complete	0	12/1/2011 11:36:22 AM
Recipient Agency Request	Complete	0	12/1/2011 11:37:43 AM

View Contract Preview Signature Page Submit Application Withdraw Application View/Seal/Comments

http://icji-hq-04.compt.com/ICJI/Egrants/ProjectManagement/SearchExternal.asp?ID=

9. Once the signature page has been printed and you want to send your complete application to ICJI, click the “Submit Application” button.
10. The status of the application will remain as “Open-Draft” until it is submitted to ICJI. The status will then change to “Open-Received” and will no longer be available to be changed. You do have the option to withdraw your application if your agency decides it does not wish to be considered for funding under the funding announcement.

Egrants **Indiana Criminal Justice Institute** **ICJI**

System will time out at: 02:30:30 PM
Remaining time: 19:56

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring](#) | [Budget](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1038
Status: Open - Received

Project Title: OPC
Fund Announcement: Rural Demonstration Project

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Coordinator Information	Complete	0	12/1/2011 11:15:58 AM
Traffic Safety Funding	Complete	100	12/1/2011 11:16:30 AM
Approval Checklist	Complete	0	12/1/2011 11:18:21 AM
Grant Agreement	Complete	0	12/1/2011 11:25:26 AM
Grant Agreement - Traffic Safety	Complete	0	12/1/2011 11:26:10 AM
Traffic Safety Public Information and Education	Complete	0	12/1/2011 11:26:39 AM
Budget Detail	Complete	0	12/1/2011 11:31:38 AM
Traffic Safety Reporting	Complete	0	12/1/2011 11:33:11 AM
Traffic Safety Continuation and Cost Accounting	Complete	0	12/1/2011 11:33:31 AM
Other Substance Information	Complete	0	12/1/2011 11:38:13 AM
Performance Indicators	Complete	0	12/1/2011 11:38:22 AM
Recipient Agency Budget	Complete	0	12/1/2011 11:37:43 AM

[View Contract](#) | [Preview Signature Page](#) | [Submit Application](#) | [Withdraw Application](#)

[View Issues/Comments](#)

http://comp.hisp04.compaid.com/ICJI_Egrants/ProjectManagement/SearchExternal.asp#

- Once the application has been submitted, Work Manager generates alerts to the Program and Fiscal contacts at ICJI assigned to the funding announcement.

If your application has been successfully submitted, you will receive a notice in e-grants: "Thank you for submitting your response to the Fund Announcement: (*Name of Grant Applied For*). ICJI has received your submission and will begin processing. You can check the status of your submission at any time by returning to www.in.gov/cji and opening your project through the "Project Management" search screen."